



The Housing and Community Development Authority is accepting resumes for a Governor Intern position

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Joe Palus at JPalus@IHCDA.in.gov with the title of the position in the e-mail subject line.

Additionally, candidates MUST apply to job ID 594350 via the state's job bank at www.IN.gov/spd . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCDA's Indianapolis headquarters and applications are being accepted February 17, 2015

Please see next page for job description.



Indiana Housing & Community Development Authority

PCN 15008392 Posting 594350

Title	Research Specialist (Internship)	Exempt
Reports to	Director of Research and Innovation - 10058392	Date last revised: December 6 2014
Supervises	N/A	
Anticipated Salary Range	\$11.30/hr.	
Summary	<p>The Indiana Balance of State Continuum of Care oversees the allocation of resources intended to serve individuals and families experiencing or at risk of homelessness in every county in Indiana except for St. Joseph and Marion Counties. The Indiana Housing and Community Development Authority Research and Innovation Department is seeking a summer intern to assist the department in organizing historic data on homelessness from multiple sources and data base so that the data can assist IHCDa and the Indiana Balance of State Continuum of Care (BOS CoC) to make strategic resource allocation. The position will also include developing data collection platforms, reports and dashboards so that the BOS CoC Board of Directors can track progress of outcomes set forth in the annual Continuum of Care Program application.</p>	
Evaluation of performance	<p>Performance will be evaluated based on achieving key outcomes described in this job description, including specific goals, deadlines, and other quality indicators; working effectively in a team environment; interacting positively with partners and demonstrating customer service; and working efficiently and effectively within required specifications, policies, and standards established by IHCDa and its associated governing entities.</p>	
Key outcomes expected	<p>Work with IHCDa staff, the Indiana Balance of State Continuum of Care Board, and the Corporation for Supportive Housing, one of IHCDa's partners for the Indiana Balance of State Continuum of Care (BoS CoC) to :</p> <ol style="list-style-type: none"> 1) Learn about the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act and its implications for Indiana's homeless services system; 2) Identify the sources of data that the BoS CoC uses to inform its planning, strategy and funding allocation decisions as well as data that it could use to improve its efforts in each of these areas. 3) Solicit feedback from partners, BoS CoC Board and general members, funding recipients, IHCDa staff and other interested stakeholders regarding the data that would be most useful to inform efforts to provide services to persons experiencing or at risk of homelessness and to facilitate coordination and collaboration between service providers. 4) In consultation with IHCDa staff and consultants and BoS CoC Board, develop mechanisms to: <ol style="list-style-type: none"> a) Facilitate the collection and analysis of data to support the development of a needs assessment for Rapid Rehousing and Permanent Supportive Housing for the entire Balance of State Continuum of Care. b) Improve access to and organization of publicly available data; and c) Develop reporting mechanisms to provide timely and accurate data to BoS CoC decision makers 5) Develop final report summarizing customer/partner feedback with regard to data availability and quality, with recommendations for improvement. 6) Comply with all policies of IHCDa. 7) Other duties as assigned. 	



Critical skills, knowledge, and behaviors	<p>Ability to draw a reasoned conclusion from data and be able to support and present this conclusion to community partners.</p> <p>Ability to plan and set direction for large groups of people.</p> <p>Proven verbal and written communication skills are essential</p> <p>Able to effectively communicate with a variety of individuals with diverse backgrounds, education, and economic levels.</p> <p>Strong presentation skills and the ability to facilitate both large and small group presentations.</p> <p>Demonstrates strong customer service orientation.</p> <p>Able to think logically and analytically.</p> <p>Proactive in anticipating and alerting others to problems with projects or processes.</p> <p>High detail orientation and accuracy.</p> <p>Able to work well in a team environment and as part of a team.</p> <p>Proficient in basic computer skills (i.e. Microsoft Word, Excel, Internet usage (e-mail)) as well as SPSS.</p>
Education, experience, degrees, licenses	<p>A successful candidate will have completed six semesters of a social science degree and have a strong background in research methodology and elementary statistics. A working knowledge of Excel and attention to detail is a must.</p> <p>The internship will offer a student firsthand knowledge of the challenges government agencies face collecting and using data to achieve positive outcomes and the opportunity to work with the Research and Innovation staff to problem solve around these challenges.</p>
Work environment and physical demands	<p>Work is performed in an office environment.</p> <p>Must be able to work proficiently with computers and other office equipment.</p> <p>Work requires spending long periods in front of a computer.</p>